

Code: 7177  
Operation and Construction Service  
River, Harbor and Transportation Group  
Automotive Transportation Series

CLASS TITLE: Equipment Rental Coordinator

CHARACTERISTICS OF THE CLASS: Under general supervision, coordinates the procurement and maintenance of rental and leased automotive equipment for the Bureau of Fleet Administration in the Department of General Services; and performs related duties as required.

EXAMPLES OF DUTIES: Analyzes equipment needs of user departments and determines appropriate method of procurement; negotiates and coordinates rental agreements with vendors; conducts cost analyses on rental and leased equipment to ensure lowest possible prices are being paid and the most efficient acquisition methods are being used; arranges for the testing and inspection of equipment to be rented/leased; administers a charge-back payment system to ensure equipment costs are recaptured; develops, implements and maintains reporting systems to capture and monitor rental equipment inventory information; determines equipment replacement cycles based on utilization data, down-time and maintenance expenses; ensures leased/rented equipment adheres to established preventative maintenance schedules; surveys storage yards and determines equipment for salvage or re-sale; maintains contract and inventory records on rented and leased equipment.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Three years of progressively responsible experience in automotive rental/lease management, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Good knowledge of procurement methods and policies used by the City. Good knowledge of equipment operations and maintenance activities. Good knowledge of fleet administration programs.

Ability to analyze and assess equipment needs. Ability to negotiate contractual agreements. Ability to maintain accurate inventory records.

Good skill in managing an equipment rental program. Good skill in evaluating situations and making sound decisions. Good oral and written communication skills.

January, 1991